

## **Position: Clerk of the Superior Court**

### **Location: Yavapai County, Arizona**

The Arizona Constitution grants the Governor the authority to appoint the Clerk of the Superior Court if the position becomes vacant. Due to the upcoming retirement of Jeanne Hicks, Clerk of the Superior Court in Yavapai County, the Governor is accepting applications for appointment to this position.

#### **Duties**

The powers and duties of the Clerk are provided by Arizona law or rule and include the following:

- Maintain all civil, domestic, criminal, juvenile and probate records;
- Issue writs and warrants;
- Take and transcribe all court minutes for all court proceedings;
- Is the Registrar for probate matters;
- Maintain all court exhibits used as evidence;
- Is the Jury Commissioner, providing qualified jurors for trials from the lists of all registered voters and holders of drivers licenses;
- Collect all fees for the Superior Court;
- Accept passport applications;
- Issue and record marriage licenses;
- Prepare and forward appeals to the Court of Appeals and Arizona Supreme Court.

**Qualifications:** The candidate must be a registered voter of Yavapai County and upon accepting appointment the candidate is prohibited from practicing law or forming a partnership with an attorney-at-law.

**Salary:** 63,800 (2011)

**Application Deadline:** March 18, 2011